Silver Flag Exercise Site

Integrity - Service - Excellence

Deployed Contracting Support

U.S. AIR FORCE

Pat Procurement
Contracting Team Lead

U.S. AIR FORCE

Overview

- **Roles and Responsibilities**
  - **The Contingency Contracting Officer (CCO), The Comptroller (FM) and The Customer (You)**
- **The Contracting Process**
  - **From Concept to Completion**
  - **Form 9's: FM (Room 107), then to CONS (Room 110)**
- **The AF Form 9 and Contracting Methods**
- **Typical Deployed Requirements**
- **Sole Source / Brand Name Justifications**
- **Unauthorized Commitments / Ratification Process**

Roles and Responsibilities

U.S. AIR FORCE

#1 Priority: Mission Support -- Quickly, Smartly, Legally

- **A Contracting Specialist role in a deployed environment is to provide contingency contracting in supporting joint U.S and allied forces. We do this by procuring equipment, supplies, services, and construction in a timely manner.**

- **We serve as business advisors that is we advise you, the customer, on how to purchase your requirements with a "best value" determination; all the while by interpreting and enforcing Federal Laws and regulations.**

The Contracting Process

U.S. AIR FORCE

- **Purchase Request Documents**
  - ***AF Form 9, Request for Purchase (Local Purchase)***
    - **Services or Supplies that are typically available to the public**
    - **Prepare documentation (Description/Statement of Work/Need)**
    - **Obtain approval … forward to Comptroller for Funds Certification**
    - **National Stock Number items, submit through Logistics Readiness**
- **Deployed Comptroller Office (FM)**
  - **Approve request (Legal and Prudent requirement)**
  - **Certify Funds … forward to CONS**
- **Deployed Contracting Office (CONS)**
  - **Establish Fair and Reasonable pricing**
  - **Award and distribute Contractual Documents … copy to Customer**
- **Requestor (You, the Customer)**

U.S. AIR FORCE

The AF Form 9 and Contracting Methods

- **THE AIR FORCE FORM 9**
  - Attached handout gives instructions and examples
  - PR Description Policy Letter
- **OBLIGATING FUNDS**
  - Stewards of Taxpayer Dollars
    - The CCO, FM, and Customer
- **CONTRACTING METHODS**
  - Purchase Orders / Contracts
  - Delivery Orders

REQUEST FOR PURCHASE | NO.

INSTALLATION | DATE

TO: CONTRACTING OFFICER | CLASS

THROUGH: | CONTRACT, PURCHASE ORDER OR DELIVERY NO.

FROM: (Insert RC/CC, if applicable)

IT IS REQUESTED THAT THE SUPPLIES AND SERVICES ENUMERATED BELOW AND IN THE ATTACHED LIST, BE

Purchased For? Deliver To? Delivered NLT?

We require a GOOD Description here

Also, please designate if this is for

"Airfield Operations"

If so indicated, it'll be our #1 Priority!

TOTAL

PURPOSE

DATE | TYPE NAME AND GRADE OF REQUESTING OFFICIAL | SIGNATURE | TELEPHONE NO.

DATE | TYPE NAME AND GRADE OF APPROVING OFFICIAL | SIGNATURE

I certify that the supplies and services listed above and in the attached list are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.

ACCOUNTING CLASSIFICATION | AMOUNT

DATE | TYPED NAME AND GRADE OF CERTIFYING OFFICIAL | SIGNATURE

AF FORM 9, 19770301

Typical Deployed Contractual Requirements

- **CE / Construction**
  - **Anti-Terrorism / Force Protection Projects (Vehicle Search Areas)**
  - **Base Course, Electric, Plumbing, Heavy Equipment**
  - **AIRFIELD OPERATIONS, PRIORITY #1 (Designate on Form 9!)**
- **Services**
  - **Dining Facility and Potable Water**
  - **Billeting Arrangements**
  - **Sanitation and Laundry Services**
- **Commodities / Supplies**
  - **Quality of Life Items (Fitness Equipment, etc.)**
  - **Communication Equipment (Cell Phones, Radios, ADPE)**
  - **Transportation and Equipment Rental**
  - **Day-to-Day Operations**

U.S. AIR FORCE

Sole Source / Brand Name Justifications

- **SOLE SOURCE:**
  - **A contract for the purchase of supplies or services that is entered into or proposed to be entered into after soliciting and negotiating with only one source.**
  - **Must be accompanied by a sole source justification letter!**

- **BRAND NAME:**
  - **Exists when the requirement only allows for one manufacturers item to fill a customer's need.**
  - **Must be accompanied by a brand name justification letter!**

- **REFER TO HANDOUT FOR JUSTIFICATIONS**

U.S. AIR FORCE

Unauthorized Commitments and Contracting Officer Authority

- **An Unauthorized Commitment Occurs when:**
  - **Someone without proper authority (implied) obligates or de-obligates the government**

- **Implied versus Express (warranted) authority**
  - **Contracting's authority flows from Secretary of Air Force**
  - **Through the Assistant Secretary of AF (Acquisition)**
  - **To the commanders of the organizations; designated the Head of Contracting Activities (HCA)**
  - **HCA designates the CCO (HCA designee) in writing, via a "Warrant" upon completion of certified training courses**

The Ratification Process

- **The Ratification Process (Corrective Actions):**
  - **Individual submits written statement with all pertinent facts**
  - **Commanders forward a statement of facts and disciplinary actions taken and steps to prevent this from occurring again**

- **CCO can only ratify if <u>all</u> requirements are met:**
  - **Funds were available (FM)**
  - **Government received benefit (Bonafide Need)**
  - **Contracting personnel would have procured (Legal/Prudent)**
  - **Fair and Reasonable pricing**

U.S. AIR FORCE

Summary

- Roles and Responsibilities
  - The Contingency Contracting Officer (CCO), The Comptroller (FM) and The Customer (You)
- The Contracting Process
  - From Concept to Completion
  - Form 9's: FM (Room 107), then to CONS (Room 110)
- The AF Form 9 and Contracting Methods
- Typical Deployed Requirements
- Sole Source / Brand Name Justifications
- Unauthorized Commitments / Ratification Process

U.S. AIR FORCE

Questions?

ECONS … Behind the Scene Spending the Green

xpeditionary Combat Support: Anytime … Anywhere!